

Custodial Services

Standard Operating Procedures

Daytime Services

- Work is generated from sources such as the daily cleaning schedule, NHSA HQ form 6, in support of normal daily operations as well as special events/ceremonies, daily help desk tickets and by special orders issued by the COTR.
- Periodic check in at the help desk location to pick up requests for unscheduled and emergency assistance. Immediate response to the affected location to initiate corrective action.

Nighttime Services

- Work is generated from nighttime cleaning schedule, in support of special events/ceremonies, the schedule of annual, monthly weekly planned work and by orders issued by the COTR.
- Report to the COTR any scheduled work which was not completed as the schedule projects.
- Report to the COTR any deficiencies found in the building which should be remediated.